

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Office Technician (Typist)
Position #:	051-720-1139-XXX
Salary Range:	\$2,686.00 - \$3,264.00
Issue Date:	09/08/2008
Contact:	Audrey Noda (213) 833-6022
Location:	Executive Office 777 South Figueroa St., Suite 4800 Los Angeles, CA. 90017
Final Filing Date:	(Statewide) Until Filled

If you are an individual that enjoys working in a fast-paced environment, surrounded by enthusiastic and self-motivated co-workers, and possess the ability to function independently as an augmentation to an Executive Senior Level manager, then consider submitting an application to the Office of the State Controller (SCO).

The SCO oversees the financial/fiscal health of the State of California. Interested candidates will be introduced, as well as function in a professional environment designed to provide the citizenry of the State of California with efficient public service and help safeguard the use of public funds with the direction of the State Controller and his designee.

The agency also oversees the release of public funds in a fiscally responsible manner with responsibility and/or oversight of approximately 76 boards and commissions. In addition, the State Controller's Office serves as an independent watchdog providing sound fiscal control over more than \$100 billion in receipts and disbursements of public funds.

Scope of the Position:

With general direction provided by Executive Staff, provide high-level support functions consistently exercising initiative, independence, and originality in discharging assigned responsibilities. This position will require candidates to begin work at 8:00 a.m. and end work at 5:00 p.m. Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Initiate and prepare documents and/or correspondence for signature independently, using good judgment in applying proposed requirements to assignment;
- Scrutinize incoming telephone communications and properly route inquiries to the appropriate individual for response using proper discretion, tact, and good judgment;
- Acknowledge and direct all visitors and/or constituents upon arrival to the appropriate Executive and provide guidance or instruction related to specific inquiries;
- Properly classify and forward incoming packages, parcels, or letters to the intended party;
- Operate and manipulate a multi-line telephone, directing all callers to the appropriate individual or logging specific detail of the inquiry and forwarding all information to the intended individual;
- Answer routine questions regarding the Office of the State Controller;
- Gather and compile information as requested by Executive Staff;
- Maintain and/or develop a desk manual identifying procedures and practices for the position;
- Maintain and modify existing filing system to best accommodate the needs of the Senior Executive Staff;
- Prepare status reports of special assignments upon request;
- Act as backup in the absence of the assistant to the Controller when required.

Desirable Qualifications:

1. Good Communications Skills;
2. Ability to exercise sound judgment;
3. Initiative, tact, and diplomacy;
4. Knowledge of software applications such as Microsoft Word, Excel, and Outlook

Applications:

Individuals who are currently in this classification, or eligible for lateral transfer, or reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Human Resources
ATTN: Gerard Anderson
300 Capitol Mall, Suite 300
Sacramento, CA. 95814